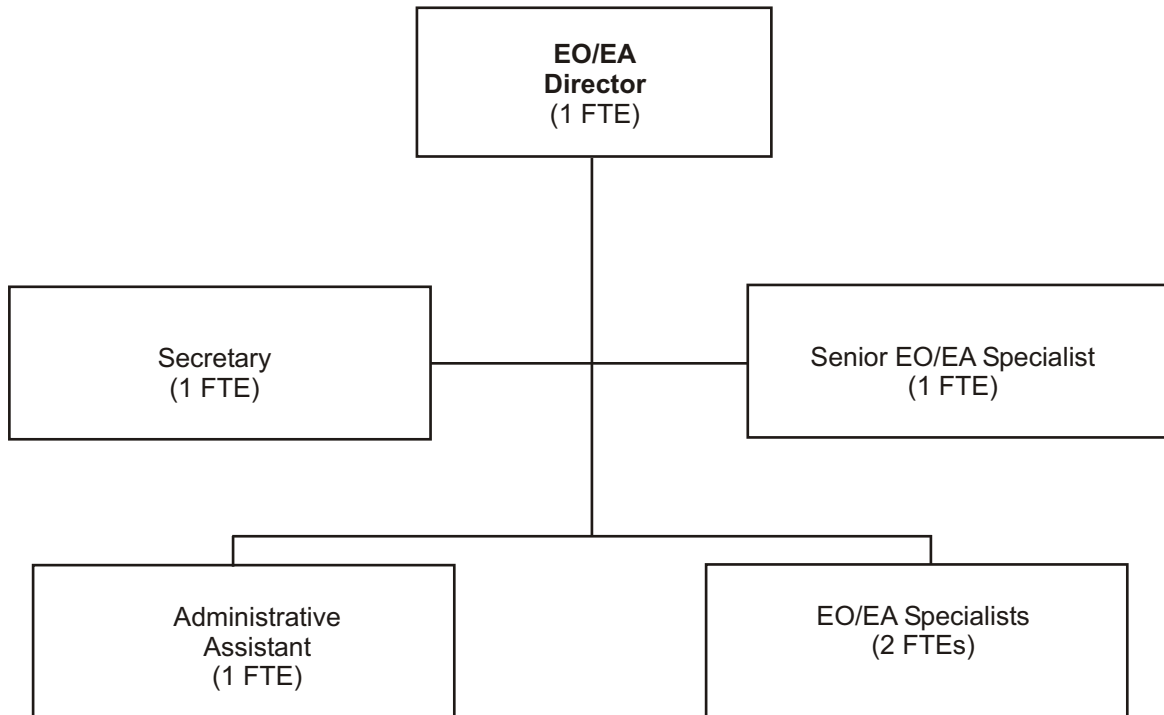




Equal Opportunity/ Equity Assurance

(6 FTEs)



EQUAL OPPORTUNITY/EQUITY ASSURANCE

Mission:

To assist in creating a business environment where firms desiring to do business with the City can do so in an inclusive atmosphere and services to our internal and external customers are accessible and delivered in an equitable manner.

PROGRAM DESCRIPTION

Equal Opportunity and Equity Assurance SDBE Outreach

\$420,791
6 FTEs

The Department of Equal Opportunity/Equity Assurance is responsible for the implementation of the City's Equal Business Opportunity Program (EBOP). Responsibilities include:

- Recruitment of small disadvantaged business enterprises (SDBEs) and certification of those businesses to service city contracts.
- Maintenance of the SDBE system of all currently certified businesses.
- Business development through the provision of technical assistance and support.
- Staff support to the Equal Business Opportunity Program Advisory Committee.
- Project identification for potential contracting opportunities from City departments.
- Monitoring of SDBE participation in City contracting activity.
- Reporting in accordance with legislative requirements.

RESOURCE ALLOCATION

	Actual FY 2002-03	Adopted FY 2003-04	Estimated FY 2003-04	Adopted FY 2004-05	Change
Appropriations					
Personal Services	\$ 293,427	\$ 354,815	\$ 302,055	\$ 382,662	7.8%
Operating	64,830	37,490	32,325	38,129	1.7%
Capital	-	2,500	-	-	-100.0%
Total Appropriations	\$ 358,257	\$ 394,805	\$ 334,380	\$ 420,791	6.6%
Full Time Equivalents	5	6	6	6	0
Part-Time	-	-	-	-	-
Revenues					
Discretionary	\$ 358,257	\$ 394,805	\$ 334,380	\$ 420,791	6.6%
Program	-	-	-	-	-
Total Revenues	\$ 358,257	\$ 394,805	\$ 334,380	\$ 420,791	6.6%

BUDGET ISSUES FOR FY 2004-05

- Maintaining current departmental funding level to fulfill the responsibilities of the Equal Business Opportunity Program.
- Operating program services effectively and efficiently within the budget constraints.

UNFUNDED OR UNDERFUNDED ITEMS

- | | |
|--|-----------|
| • Comprehensive Business Development Program | \$250,000 |
| • Disparity Study | \$250,000 |

COMPLETED INITIATIVES FOR FY 2003-04

- Completed the implementation of the new Equal Business Opportunity Program.
- Provided training on the new Equal Business Opportunity Program for sixty-two project managers and members of the Durham Contractor's Association.
- Certified 66 new SDBE firms to do business with the City and maintained the electronic database of currently certified firms.
- Conducted Minority Enterprise Development Week activities that included a youth entrepreneurial program for area high school students and a trade fair.
- Facilitated the activities of the Mayor's Committee for Persons with Disabilities to include their annual banquet.
- Began the development of a new Equal Business Opportunity Program Advisory Committee.
- Began an initiative with the Office of Economic & Employment Development to enhance business opportunities for small disadvantaged business enterprises.
- Department has been identified as the Administrator for the purposes of meeting the reporting requirements of Senate Bill 914.
- Created and completed the design of new data system for contract monitoring.

DEPARTMENT INITIATIVES FOR FY 2004-05

- Implement training program for project managers on the monthly and annual reporting requirements with regards to SDBE payment monitoring.
- Seek business opportunities for certified SDBE firms in the American Tobacco Project, Barnes Avenue and other City public-private ventures.
- Develop an area SDBE Network to enhance business opportunities for City certified SDBEs.

GOALS, OBJECTIVES & STRATEGIES FOR FY 2004-05

GOAL: *To implement the new Equal Business Opportunity Ordinance (EBO).*

OBJECTIVE: To develop a training module on the monthly and annual SDBE payment reporting requirements by December 31, 2004.

STRATEGY: Review ordinance and develop appropriate training module.

MEASURE:	Actual FY 2002	Adopted FY 2003	Estimated FY 2004	Adopted FY 2005
# of training modules developed	0	0	0	1

OBJECTIVE: To provide training for project managers in their responsibilities for the monthly and annual SDBE payment reporting by December 31, 2004.

STRATEGY: Meet with department heads and identify attendees, schedule training.

MEASURE:	Actual FY 2002	Adopted FY 2003	Estimated FY 2004	Adopted FY 2005
# of project managers attending training	0	0	0	10

OBJECTIVE: To monitor the amount of contracting dollars awarded to SDBE firms in accordance with the EBO ordinance by June 30, 2005.

STRATEGY: Seek and make available economic and business development opportunities for M/WBE firms.

MEASURE:	Actual FY 2002	Adopted FY 2003	Estimated FY 2004	Adopted FY 2005
% dollars spent with MSDBEs in Professional Services	14%	15%	15%	15%
% dollars spent with MSDBEs in Construction	18%	15%	15%	15%
% dollars spent with WSDBEs in Professional Services	5%	10%	5%	5%
% dollars spent with WSDBEs in Construction	3%	5%	3%	5%